



CHILD CARE AND EARLY EDUCATION: COVID-19 HEALTH AND SAFETY PLAN

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BOYS & GIRLS CLUB OF THE UMPQUA VALLEY (BGCUV)

COVID-19 Health and Safety Plan Updated: 11/10/2020

Section 1. Requirements for Drop-Off & Pick-Up

Staff member(s) responsible: COVID-19 Response Team

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</p> <ul style="list-style-type: none">• <i>Parents will drop off their youth at the front of the Clubhouse. Guardians and youth will be asked to remain in their vehicle until a health check has been administered by a BGCUV staff member, at which point the youth will be able to exit the vehicle and proceed to a handwashing station, once a hand washing station is available before entering the Club facility.</i>• <i>Staff members will conduct a temperature check and a visual health screening of the youth before the youth exits the facility and is in their guardians' care.</i>• <i>It will also be communicated that it is strongly recommended that parents/guardians follow these guidelines:</i><ul style="list-style-type: none">○ <i>That parents/guardians should, if feasible, have the same parent/guardian consistently pick-up and drop-off their youth;</i>○ <i>Those parents/guardians who are at higher risk for adverse outcomes, if they were to contract COVID-19, should not be the primary/designated individual to consistently transport their youth(s) to and from the Clubhouse.</i>• <i>When schooling is being conducted in-person, youth will be bussed to the facility. When</i>
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	<i>coming off the bus, youth will form a socially distant line (marked by cones) in front of the greeter to be screened.</i>
1.2	<p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p> <ul style="list-style-type: none"> - <i>Face shields alone will no longer be recommended for use by either staff, guardians/parents or youth.</i> <ul style="list-style-type: none"> - <i>Guidance:</i> https://sharedsystems.dhsosha.state.or.us/DHSForms/Served/le2288K.pdf - <i>If parents/guardians must enter the building to conduct business in the Club's Business Office, then these parents/guardians will be required to wear a face covering, this will be communicated with individuals, verbally, upon entering the administrative/business space and prior to these individuals entering the space via instructive signs posted outside of the building; otherwise, parents/guardians will be strongly advised to remain in their vehicles during pick-up or drop-off times to mitigate risk to other youth or parents/guardians, and staff members.</i> <ul style="list-style-type: none"> - <i>Paper face coverings will be available. if parents/guardians do not have a face covering available prior to entering the Business Office.</i> <ul style="list-style-type: none"> - <i>If a parent/guardian refuses to wear a face covering, then they will be required to conduct their business with office staff outside or via electronic communication or phone call.</i> - <i>Parents will not be allowed to enter the main Clubhouse facility, except for instances of medical emergency.</i>
1.3	<p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p> <ul style="list-style-type: none"> - <i>If parents/guardians must enter the building to conduct business in the Club's Business Office, then these parents/guardians will be required to maintain a physical distance of no less than 6-feet from other parents/guardians in the facility and from office administrative staff, as well, parents/guardians will be advised to remain behind physical partitions while conducting business with office administrative staff; otherwise, parents/guardians will be strongly advised to remain in their vehicles during pick-up or drop-off times to mitigate risk to other youth or parents/guardians, and staff members.</i> - <i>Parents will not be allowed to enter the main Clubhouse facility, except for instances of medical emergency.</i>
Plan to meet these requirements:	
<ul style="list-style-type: none"> - Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website. - Signs indicating requirements for face coverings are placed on main entrances into the Clubhouse and Business Office, as well, visual guidance signs indicating requirement for physical distancing within the Clubhouse and Business office are also located on entrances into the main Clubhouse or Business Office. 	

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- Staff Members conducting health screenings at drop-off or pick-up will also be trained to remind parents/guardians of facial covering and face shield requirements, as well as physical distancing requirements when entering the Business Office; otherwise, these staff will communicate to parents/guardians to remain in their vehicles.

Training needed? ☐ No ☒ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.

1.4 Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.

- ☐ If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children's reach and supervise use.
- ☐ See Section 8 for detailed handwashing guidance and planning.

Plan to meet this requirement:

- Two (2) handwashing stations will be set-up prior to youth arrival, outside of the main Clubhouse entrance.
 - Staff members, youth and parents/guardians will be required to wash/sanitize their hands prior to entering the Clubhouse facility or Business office.
 - Wall mounted hand sanitizer is located at the entrance to the business office.
- During inclement weather in the area or during winter months the two (2) handwashing stations will be located within the Club's Greeter's area.
 - Handwashing stations will be physically distanced within the area.
 - Youth will have access to the handwashing stations after passing the Daily Health Check screening.
 - If youth have an "unknown" status for the Daily Health Check screening these youth will be temporarily quartered in the designated quarantine area located in the Club's Gymnasium.
 - Unknown status means that a parent/guardian has not responded in the negative to Daily Health Check screening questions in regards to exposure to individuals with positive or presumptive cases of COVID-19.
 - Once these youth have been cleared to join their cohort they will have access to a wall mounted hand sanitizing station.
 - If the handwashing stations are out of service, then two (2) hand sanitizer stations will be set-up outside (or directly inside) of the facility, so that staff, youth and parents/guardians may sanitize their hands prior to entry into the facility.

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Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.</p>	
1.5	No contact, electronic sign-in and out methods will be incorporated for staff members, volunteers and youth.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - A Microsoft Form will be used to sign-in staff members, volunteers and youth prior to entering the Clubhouse facility. This electronic form will be filled out by the Club's greeter staff. <ul style="list-style-type: none"> - These electronic forms will also document responses to questions and pertinent information required in the Daily Health Checks section (2.3) <ul style="list-style-type: none"> - When youth return to an in-person learning environment, parents/guardians will be required to fill out a separate Microsoft Form for parents/guardians, which will elicit responses to the questions presented in section 2.3, namely those questions regarding exposure to positive or presumptive cases of COVID-19, if they choose to have their youth transported by public school transportation. <ul style="list-style-type: none"> - This is to mitigate issues with youth who are unable to reliably answer the questions that deal with exposure risk. - This form will be made available to parents/guardians via electronic communication, and will require a daily response in order for their youth to be able to enter the facility. <ul style="list-style-type: none"> - If a parent/guardian has not responded to the electronic form prior to their youth's arrival by school bus, then staff members will attempt to contact parents/guardians via telephone (or other form of communication channel). <ul style="list-style-type: none"> - During this time youth will either remain outside of the facility or will be escorted to a quarantine area within the facility depending on weather conditions and temperature. In either instance the youth will be supervised by a staff member who will maintain physical distance from the youth. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

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Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.

- This is especially pertinent for families that choose to have their youth(s) return to an in-person learning environment.

Section 2. Requirements for Daily Health Check

(See p. 17 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

2.1	Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program. <i>□ See "Recordkeeping" section to document the health check.</i>
2.2	Require designated staff to take the temperature of all entering staff, children, and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded.
2.3	Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions. ★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.
2.4	Staff members may not self-screen or attest to their own health on a daily basis. Staff members will be subject to a daily health check, which will be conducted by either a designated greeter staff member or an administrative staff member.
Plan to meet these requirements:	
<ul style="list-style-type: none">- A Microsoft Form will be used to sign-in staff members, volunteers and youth prior to entering the Clubhouse facility. This electronic form will be filled out by the Club's greeter staff.<ul style="list-style-type: none">- Youth will only be allowed to enter via the Clubhouse main entrance after health screening and washing hands.- Staff members will be allowed to enter the facility via the Clubhouse main entrance	

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<p>or the Business Office after health screening and washing hands.</p> <ul style="list-style-type: none"> - Volunteers, parents/guardians will only be allowed to enter the facility via the Business Office entrance after health screening and washing hands. <ul style="list-style-type: none"> - Parents/Guardians will not be allowed to enter the main Clubhouse facility. An exception will exist for instances of emergency. - Two (2) temporal thermometers will be made available to designated Greeter staff to conduct temperature screenings of all staff, volunteers or youth entering the facility. <ul style="list-style-type: none"> - Two (2) temporal thermometers will also be made available to Business Office staff to screen temperatures of staff or volunteers who enter the Business Office space. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.</p>	
2.5	Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - This information will be collected via Microsoft Forms. <ul style="list-style-type: none"> - Two electronic forms have been created: one form is exclusively for youth, another form is for staff and volunteers. Each form contains fields for all required information for Daily Health Checks. All fields must have a response otherwise the form cannot be submitted. <ul style="list-style-type: none"> - This information is then stored on a Microsoft Excel workbook, which is subsequently stored on Microsoft Cloud Storage (OneDrive). 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>None.</p>	
2.6	★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks.
2.7	Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health

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	& Safety Guidelines for COVID-19.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - Greeter staff will be required to wear a face covering or face shield and PPE when conducting Daily Health Checks. <ul style="list-style-type: none"> - Daily Health Checks will be conducted outside, regardless of weather conditions. <ul style="list-style-type: none"> - This is to mitigate risk for the staff member conducting Daily Health Check. (Distance x Time x Environment = Exposure Risk) - Youth will either remain in their parent/guardian's vehicle during the Daily Health Check or will be allowed to exit the vehicle, so that the Daily Health Check may be conducted at the Clubhouse entrance underneath the awning. <ul style="list-style-type: none"> - When youth arrive by bus, the youth will line-up, physically distanced, along the length of the sidewalk that is covered by awning. <ul style="list-style-type: none"> - Physical distance will be indicated by cones along the sidewalk. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.</p>	

Section 3. Requirements for Recordkeeping

(See p. 21 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

3.1	Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.
3.2	Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log. <ul style="list-style-type: none"> - <i>Some information is captured electronically via Microsoft Forms</i> <ul style="list-style-type: none"> - <i>Youth's name.</i> - <i>Adult's name completing drop-off and pick-up of youth.</i> - <i>Arrival and departure times.</i> - <i>Daily Health Check results (pass or fail)</i> - <i>Staff keep a daily log containing the following information:</i>

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	<ul style="list-style-type: none"> - Youth arrival and departure time. - Name of any staff or person coming into contact with a stable group. - Duration (time-in, time-out) of any staff or person coming into contact with a stable group.
3.3	Daily logs must be retained for 2 years for all children (the required amount of time per child care rules). <ul style="list-style-type: none"> - Electronic information is stored on Cloud Services. - Daily Logs are secured in the Business Office.
3.4	If a program is part of a K-12 school, this information can be recorded and incorporated into the school's records for contact tracing.
Plan to meet these requirements:	
<ul style="list-style-type: none"> - A Microsoft Form will be used to sign-in staff members, volunteers and youth prior to entering the Clubhouse facility. This electronic form will be filled out by the Club's greeter staff. <ul style="list-style-type: none"> - Two electronic forms have been created: one form is exclusively for youth, another form is for staff and volunteers. Each form contains fields for all required information for Daily Health Checks. All fields must have a response otherwise the form cannot be submitted. <ul style="list-style-type: none"> - This information is then stored on a Microsoft Excel workbook, which is subsequently stored on Microsoft Cloud Storage (OneDrive). - Program Space rosters are also generated electronically and printed. <ul style="list-style-type: none"> - These rosters clearly indicate which program space a youth belongs in and the staff member in charge of that space. <ul style="list-style-type: none"> - These rosters are provided to Program Staff, the Greeter and Office Staff to ensure that stable groups are maintained. - Each staff member within a Program Space is also required to maintain a daily log of all individuals that visit their stable group. <ul style="list-style-type: none"> - This daily log requires staff members to document both the name of the visitor and the duration of the visit (time-in and time-out). - Staff members are required to turn these logs in weekly to the Clubhouse Director, so that they may be securely stored for the designated retention time. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	

Section 4. Requirements for Family Engagement

(See p. 23 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

4.1	Inform families of the requirements for operating during COVID-19, how programs are operating differently during this time, and any other program policies specific
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	to COVID-19.
4.2	Communicate requirements that families must follow, including drop-off and pick-up procedures.
4.3	Provide information related to the facility and COVID-19 to families in a manner that they can understand.
4.4	When engaging families in formal activities that are normally conducted in-person such as parent-teacher conferences, council meetings, or other typically in-person activities, conduct virtually or via telephone.
4.5	Conduct any visits to the home for services or other programmatic reasons virtually.
4.6	<p>If families cannot engage in virtual or telephonic visits, or for parents who enter the program to breastfeed, programs must create and follow a protocol for in-person family engagement that, at minimum, requires:</p> <ul style="list-style-type: none"> ○ following physical distancing requirements with staff and children not in their household; ○ use of face coverings; ○ use of outdoor space if appropriate and available; ○ engagement with only one family unit and any other necessary individuals, such as translators, at a time; and ○ pre-scheduling (when possible).
Plan to meet these requirements:	
<p>Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club's Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley's website.</p>	

4.7	Allow family members to enter the facility if there is a concern for the health and safety of their child. Family members entering the facility must follow requirements for adults in the facility.
4.8	<p>Ensure breastfeeding parents, or parents or caregivers whose children have special feeding needs and who choose to come to the program to feed their child, are provided an appropriate space where other children are not present. The space must be cleaned and sanitized between visits.</p> <ul style="list-style-type: none"> - <i>This requirement will not be implemented at the facility, as our facility does not enroll youth for Clubhouse programming that are not elementary school aged or older.</i>
4.9	<p>Permit families seeking enrollment to visit the facility only when children are not present. Only one family may visit the facility at a time; and the family must comply with daily health check and recordkeeping requirements, wear a face shield or face covering, and maintain physical distancing.</p> <ul style="list-style-type: none"> - <i>Possibility that these tours may be conducted virtually using an online meeting platform, such as Zoom, Microsoft Teams or Google Meet. This is to mitigate risk within the Clubhouse facility.</i>

Section 5. Requirements for Group Size & Stable Groups

(See p. 26 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

5.1	<p>Assign and keep children in stable groups with the same assigned adults.</p> <ul style="list-style-type: none"> □ <i>A new child may be added or moved to a different stable group if it is a permanent change.</i> <ul style="list-style-type: none"> ○ <i>Stable groups are assigned to six different programming locations.</i> <ul style="list-style-type: none"> ▪ <i>Each programming space is allocated one, single-use bathroom that is exclusive to that stable group/program space.</i> ▪ <i>Each programming space is assigned similar grade levels for the youth within a cohort. For example: Room A will host only 1-2nd grade youth; Room B will host only 3-4th grade youth.</i> ○ <i>Each room has been measured to ensure that it can comfortably fit a given number of youth and staff in that space based on state spacing requirements for youth in an indoor space.</i>
5.2	Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.

5.3	<p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same.</p> <ul style="list-style-type: none"> □ <i>Staff and children are not required to physically distance from adults or children within their stable group.</i> <ul style="list-style-type: none"> ○ <i>Programming spaces have been created for each stable group. These program spaces are separate from each other, and furthermore each programming space has its own exclusive restroom. This decreases the probability that youth from separate groups will come into contact with one another.</i> ○ <i>Programming schedules have also been created that ensure that stable groups will also not come into contact with each other.</i> □ <i>When our designated cleaning staff is between cleaning sessions, they will also hold the role of hallway monitor and remind youth traveling to and from the bathroom to stay physically distant from other youth while in the hallway.</i>
5.4	<p>Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the stable group may be allowed into the classroom in order to:</p> <ul style="list-style-type: none"> ● Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. ● Meet monitoring requirements of publicly funded or regulated programming. ● Maintain ratios during staff breaks (e.g., floaters). ● Provide service to the facility that cannot take place outside of program hours.
<p>Plan to meet these requirements:</p>	
<ul style="list-style-type: none"> - Each week administrative staff will review available programming spaces and will allocate youth of similar ages/grade levels. These programming spaces will host the same cohort for an entire week of programming (Monday - Friday). <ul style="list-style-type: none"> - As is possible, staff will try to maintain the same youth within the same stable group in the same programming space for future weeks of programming. - Any changes in programming space rosters will be permanent for the week to ensure stability. - Programming schedules have been created to ensure that stable groups are separated from each other when using communal spaces, such as the gymnasium. - Staff are scheduled and assigned to stable groups permanently. Staff may switch assigned stable groups if it is a permanent change or if the switch is required because of staff availability. Multiple staff will be assigned to each stable group, if possible, to avoid the need for floater staff or temporary/ad-hoc daily coverage. <ul style="list-style-type: none"> - In order for our two (2) AmeriCorps members to provide each group with the same learning experience, they will rotate between each stable group to administer their weekly programming. <ul style="list-style-type: none"> - They will not interact with more than one stable group per week. 	

Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents/guardians will be given information about constitution and definition of stable groups when registering their youth for program participation at the Boys & Girls Club of the Umpqua Valley.	
5.5	When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area. <ul style="list-style-type: none"> - Outdoor programming schedules have been created to ensure that no two stable groups will be outside at the same time. <ul style="list-style-type: none"> - If two stable groups must be outside at the same time, for example to participate in programming that requires an outdoor space, these groups will be spaced out so that they exceed the spatial requirement standards.
5.6	Recorded Programs may use a visual barrier to define the space used outside.
5.7	No facility may serve more than 250 children. <ul style="list-style-type: none"> - Available programming spaces have been measured and each room capped at the number of youth that may comfortably occupy that space given guideline spatial requirements. As well, each program space has been assigned a single-occupant restroom unique to each program space. <ul style="list-style-type: none"> - Our facility is currently capped at 78 youth.
5.8	Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider's license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16. <ul style="list-style-type: none"> <input type="checkbox"/> For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines. <input type="checkbox"/> For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.
5.9 – 5.16	★ Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the group ratio table.

Section 6. Requirements for Personal Protective Equipment (PPE) for Children and Adults

(See p. 32 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

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Staff member(s) responsible: BGCUV COVID-19 Response Team

6.1	Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider's home, to wear a face shield or face covering. <ul style="list-style-type: none">○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor's order, which prevents them from wearing a face covering.
Plan to meet this requirement:	
<ul style="list-style-type: none">- All staff, contractors and other service providers, visitors or volunteers to the facility will be required to wash hands with soap and water prior to entering the facility at hand washing station, or will be required to clean hands at a hand-sanitizer station upon immediate entry to the Club facility.- All staff, contractors and other service providers, visitors or volunteers to the facility will be required to submit to the Daily Health Check screening process.<ul style="list-style-type: none">- These visits, whether unique or periodic, will be documented electronically.- All staff, contractors and other service providers, visitors or volunteers to the facility will be required to wear a face covering or face shield when entering the facility.<ul style="list-style-type: none">- If staff, contractors and other service providers, visitors or volunteers to the facility do not have a face covering or face shield available then a disposable face covering will be provided.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None.	
6.2	Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering. <ul style="list-style-type: none">○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.
6.4	Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:

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	<ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child's face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
6.5	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p><input type="checkbox"/> <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
Plan to meet these requirements:	
<ul style="list-style-type: none"> - All youth will be required to wear a face shield or face covering prior to entry into the facility. If the youth does not have access to a face shield or face covering then a disposable face mask will be provided to them. <ul style="list-style-type: none"> - <i>Face coverings will be prioritized over face shields for youth entering the facility, if a youth does not have access to a face covering then a paper face covering will be provided to them.</i> - Staff members will be reminded to teach/coach youth on how to properly don and doff face coverings or face shields. <ul style="list-style-type: none"> - Staff members will be coached on how to teach/coach youth to wear their face coverings or face shields properly within the Clubhouse facility. - Staff members will be coached on how to teach/coach youth when to wear their face coverings or face shields within or outside of the facility. - Staff members will be encouraged to create a "breathing space" or other similar area in their programming spaces, so that individual youth may safely remove their face shields or face coverings, while maintaining physical distance from other youth or staff. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
<p>The requirement of wearing a face shield or face covering for all youth within the Clubhouse facility will be communicated with parents/guardians during the registration process or via electronic communication with Club families.</p> <p>As well, it will also be communicated to parents/guardians and youth that youth will not be disciplined for the inability to safely wear a face shield or face covering, unless the youth is presenting a danger to themselves or to others in the program space; rather, in the absence of being a danger to themselves or others, a youth will be coached by a staff member in the programming space on how to</p>	

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properly wear a face covering or face shield, on how to don and doff a face shield or face covering, and when they may safely remove their face shield or face covering.	
6.6	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor's order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor's order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.
6.7	Ensure children under two years of age <u>never</u> wear a face shield or face covering.
6.8	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.
6.9	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
6.10	A face shield must be wiped down with disinfectant at the end of the day after use.
Plan to meet these requirements:	
6.6	<ul style="list-style-type: none"> - Youth that are unable to wear a face shield or face covering will not be allowed into the facility, this is to mitigate risk to others within the facility; rather, youth who are unable or choose not to wear a face covering or face shield will be offered access to virtual programming options hosted on the Club's website or social media accounts. <ul style="list-style-type: none"> - <i>A private business may not have to provide a reasonable modification to the face mask policy, if the individual poses a direct threat to the health or safety of others.</i> <ul style="list-style-type: none"> - <i>A direct threat is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.</i>
6.7	<ul style="list-style-type: none"> - Only youth in grades 1st and up are allowed to register for Clubhouse programming.

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6.8

- All programming spaces that will be utilized have access to either a sink for handwashing (with soap and water) or hand-sanitizing products with 60-95% alcohol content. Staff will be instructed to coach youth on how to properly clean or sanitize their hands prior to removing a face covering or face shield and prior to putting on a face covering or face shield.
 - Hand-sanitizing products, such as bottles with attached pumps, will be kept out of reach of youth; youth will be monitored when using wall mounted hand sanitizing stations in programming spaces.

6.9 and 6.10

- It will be communicated with youth and staff that their face coverings must be washed daily, if staff or youth plan on wearing the same face covering the next day, otherwise it will be encouraged that staff and youth should wear a new face covering each day.
- It will be communicated with youth and staff that face shields must be wiped down with disinfectant at the end of the programming day after use.
 - *Update from OHA 2288K:*
 - Shields will be gradually phased out of use within the facility.
 - From OHA 2288K:
 - *...it is recommended that people wear a mask or face covering, with or without a face shield, whenever they are within (6) feet of people who do not live in the same household.*
 - ***It is not*** recommended that individuals wear a face shield instead of a mask or face covering.
 - *From CDC:*
 - CDC does **not** recommend use of face shields for normal everyday activities or as a substitute for masks because of a lack of evidence of their effectiveness for source control.

Training needed? ☐ No ☒ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

It will be communicated with parents at the time of registration or via electronic communication the requirements and parameters of wearing a face covering or face shield for youth within the Clubhouse facility.

6.11 **Require disposable face coverings or face shields to be worn only once.**

6.12 **Face coverings must be changed after a daily health check if the adult interacted with a sick child.**

6.13 **Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.**

Plan to meet these requirements:

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6.11

- Individuals choosing to wear a disposable face covering or face shield in the Clubhouse facility or the Business Office will be informed of the requirement to dispose of single use face coverings or face shields via direct verbal communication with individuals choosing to wear the single use face covering or face shield.
 - Disposable face coverings will be available for distribution in the Business Office for staff members and other adults entering the Clubhouse facility or Business Office.
 - The staff member responsible for conducting the Daily Health Check, and greeting youth into the facility, will also have available to them a small supply of disposable face coverings to distribute to youth entering the facility, who do not have access to a face covering of their own. These face masks will be stored in a plastic storage container which holds cleaning supplies (isopropyl alcohol and cotton wipes), extra batteries, backup thermometers and PPE (latex gloves) for the staff member conducting Daily Health Checks for youth.
 - When supplies are available, the Club will attempt to provide to youth cloth face coverings to promote environmentally sustainable practices.

6.12. - 6.13

- In the instance that a staff member interacts with a sick youth then a disposable face covering or face shield will be made available to this staff member.
 - Disposable face coverings will be available either in the Business Office or will be available in the Greeter's Daily Health Check storage container.
 - As well, we will attempt to have a supply of clean, cloth face coverings for youth and staff to wear, as needed. The quantity of these cloth face coverings in our supply will be dependent on community donations.

Training needed? ☐ No ☒ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

Information regarding the use of disposable/single-use face coverings or face shields will be communicated with parents/guardians at the time of registration and will be communicated with parents periodically through electronic communication (e-mail, website, or social media platforms).

6.14

Certified Centers and Recorded Programs only: Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.

Plan to meet this requirement:

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<ul style="list-style-type: none"> - Staff members conducting Daily Health Check screening will have access to a clean outer layer of clothing, such as a long sleeve pullover or an apron. <ul style="list-style-type: none"> - This will be set-up near the Daily Health Check station, so that the staff member conducting the Daily Health Check can have readily available access to either of these removable layers of clothing. - These removable layers of clothing will be laundered each day and a clean outer layer will be provided to staff members providing daily health checks. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None.	
6.15	Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - This requirement will not be implemented at the facility, as our facility does not enroll youth for Clubhouse programming that are not elementary school aged or older. 	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None.	
6.16	Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - Staff members exhibiting or self-reporting symptoms of COVID-19 while in a programming space, whether youth are present or not, will immediately be isolated from the programming area and excluded from the facility. <ul style="list-style-type: none"> - Furthermore, staff members entering the Clubhouse facility must wear either a face shield or face covering regardless of whether youth are in the facility or not. - In the event that a staff member cannot be immediately excluded from the facility, then this staff member will self-isolate in the Club's designated quarantine/isolation area, while remaining physically distant from others and while wearing either a face shield or face covering. 	

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<ul style="list-style-type: none">- This quarantine/isolate area will be in the following locations, dependent on weather conditions, program space utility and comfort for the individual displaying symptoms; however, preferably an outdoor location will be utilized.<ul style="list-style-type: none">- Indoor Location 1: Gymnasium program space in an area closest to the parking lot double door exit.<ul style="list-style-type: none">- In the event that this indoor location is utilized the Club will take the necessary measures to ensure that the area is clean and sanitized according to Douglas County Health Authority, Oregon Health Authority and Center for Disease Control and Prevention guidelines and standards.- Outdoor Location 1:<ul style="list-style-type: none">- Depending on the staff member's location, this individual may wait directly outside of the program space, if there is a door that allows for exit from the facility.- Outdoor Location 2:<ul style="list-style-type: none">- Directly outside of the Clubhouse rear entrance doors nearest the back parking lot.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None.	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

(See p. 36 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none">○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance.○ When going on outdoor field trips:<ul style="list-style-type: none">○ Adults and children must wash their hands or use hand sanitizer before and after.○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite</p>

	end of the head of the person in the next bed) during naptime and overnight care.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - Our facility does not provide overnight care, nor do we provide opportunities for naptime. - We are currently not planning any events that would involve anyone staying overnight. 	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
7.3	Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - Youth will be coached/guided by staff members to limit the sharing of materials in a program space. <ul style="list-style-type: none"> - Program spaces have access to hand sanitizing stations, where youth can sanitize their hands immediately after sharing materials with other youth. - Staff members will be trained on how and when to clean and disinfect common use items within a program space. <ul style="list-style-type: none"> - Program spaces will have regularly scheduled routines for cleaning and disinfecting. <ul style="list-style-type: none"> - Special attention will be given to frequently touched objects and shared items. <ul style="list-style-type: none"> - Cleaning and disinfection will not be done by youth or near youth in a program space. - Program spaces are allocated classroom supplies in bulk, such as lined paper, pencils, pens and markers. <ul style="list-style-type: none"> - Writing materials, such as pencils, pens and markers are cleaned and disinfected at the end of each program day. - Toys from home that are difficult to clean or disinfect, such as soft or porous materials, are discouraged from entering the facility. <ul style="list-style-type: none"> - Electronic items are allowed in the facility, however, youth are strongly discouraged from sharing these items. - Toys that are used as a social-emotional tool, such as a “pocket buddy,” that helps a youth to self-regulate their emotions are allowed, but youth are limited to one item and this item must be approved prior to being brought into the facility. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	

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	<ul style="list-style-type: none"> - Upon registering for programming it will be communicated to parents/guardians that youth participating in programming will not share materials when this can be avoided. In some instances, for example, when resources are limited or exclusive to a particular activity (and it would present an undue burden for each youth to have their own access to a material item, such as an electronic device, that the Club has limited access to and availability), then materials will be shared between members on a limited basis, however, these shared items will be cleaned and sanitized prior to and after use by members.
7.4	Clean and sanitize classroom materials between uses. ★ <u>Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the Sanitation Recommendations & Cleaning Schedule.</u>
7.5	Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.
Plan to meet these requirements:	
<ul style="list-style-type: none"> - 7.4 <ul style="list-style-type: none"> - Each active programming area is equipped with a pH neutral cleaning agent and disinfecting agent. <ul style="list-style-type: none"> - Staff members have access to disposable gloves when they clean and disinfect. <ul style="list-style-type: none"> - As well staff members are coached to use cleaning and disinfecting agents in well ventilated areas. - These cleaning and disinfecting agents are not used when youth are present. <ul style="list-style-type: none"> - Staff members <i>will</i> have access to a solution of soap and water to clean materials and hard surfaces when youth are present in programming areas. - Staff members have been coached on cleaning their programming spaces before and after youth are present with pH neutral cleaning and disinfecting agents. <ul style="list-style-type: none"> - Staff members have also been coached to frequently clean high touch surfaces and shared items with non-porous surfaces (pens/pencils or building blocks) with cleaning and disinfecting agents. - When youth are present in a programming space a solution of soap and water will be made available to staff members to clean hard, non-porous surfaces. - 7.5 <ul style="list-style-type: none"> - Items and materials have been removed from programming spaces that encourage close contact between members. - Club’s outdoor fitness structure has been shut down for use. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	

What information will you share with families about this part of your plan?

- Upon registering for programming it will be communicated to parents/guardians that youth participating in programming will not be put in situations or spaces where they will interact with youth outside of their stable group.

Section 8. Requirements for Handwashing & General Hygiene

(See p. 39 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
<p>8.1:</p> <ul style="list-style-type: none"> - Staff will remind youth to wash their hands for a minimum of 20-seconds: <ul style="list-style-type: none"> - Before and after eating food; - After using the restroom. - Staff will remind and provide access to hand sanitizer: <ul style="list-style-type: none"> - After a youth wipes their nose, or finishes coughing or sneezing, - After entering the Club from outside, - Upon entering (or leaving) the facility, - After sharing learning materials - Staff and youth will have access to hand sanitizer or a hand washing station upon entering the Club. <p>8.2:</p>	

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<ul style="list-style-type: none">- Hand washing will be done before food is delivered to a programming area, either using access to a sink and soap in the programming area, or using a programming space's designated restroom. <p>8.3:</p> <ul style="list-style-type: none">- Hand sanitizer bottles will be stored out of reach of youth when not in use; however, in each program space there have been installed wall mounted hand sanitizer stations.<ul style="list-style-type: none">- Staff members have been coached to monitor the use of these stations by youth.
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)
What information will you share with families about this part of your plan?
The requirements of this section will be communicated to parents/guardians when their youth registers for programming.

Section 9. Requirements for Food & Nutrition

(See p. 41 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

9.1	Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.
9.3	Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food.
Plan to meet these requirements:	
<p>9.1:</p> <ul style="list-style-type: none">- Lunch, snack and supper are served for individual consumption.<ul style="list-style-type: none">- Lunches are bagged and individualized.- Snacks are a single serving of either fruit or bagged vegetables.- Snupper is individualized and served on a covered plate.- Lunch, snack and supper are served by an individual.<ul style="list-style-type: none">- This individual delivers meals to stable groups in their programming area.<ul style="list-style-type: none">- This individual wears a face covering while serving meals.- This individual wears other appropriate PPE while serving meals, such as disposable gloves.- Meal times are staggered between stable groups. <p>9.3:</p> <ul style="list-style-type: none">- Youth eat their meals with their stable cohort within their designated programming area, after washing their hands.- Within the programming space youth are encouraged to physically distance while eating.	

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<ul style="list-style-type: none"> - This is encouraged by how the space was designed to fit ELD guidelines and recommendations during the pandemic, for example, chairs and tables are set-up in a way so that youth are paired, and every chair has at least 6-feet between every other chair. - Physically distancing when fellow members have their mask off is also encouraged and coached by staff members within the programming space. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Information from this section will be shared with parents/guardians when they sign their youth up for programming.	
9.4	Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - <i>This requirement will not be implemented at the facility, as our facility does not enroll youth for Clubhouse programming that are not elementary school aged or older.</i> 	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
None.	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
<ul style="list-style-type: none"> - All drinking fountains in the facility have been covered to prevent use. Disposable cups and access to drinking water (stored in a cooler) is available in each programming area. <ul style="list-style-type: none"> - Disposable cups are marked with the youth's name, when possible, so that they may be used multiple times while the youth is participating in programming. This is to prevent waste. <ul style="list-style-type: none"> - Only staff members have access to the disposable cups and the water cooler. <ul style="list-style-type: none"> - Staff members will use disposable gloves when distributing water to youth. 	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	

None.

Section 10. Requirements for Cleaning & Building Maintenance

(See p. 43 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

<p>10.1 – 10.4</p>	<p>★ Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</p>
<p>Plan to meet these requirements:</p>	
<p>10.1</p>	<ul style="list-style-type: none"> - Evidence is sufficiently strong for aerosols (respiratory droplets suspended in air, possibly for 2-3 hours) as an important mode of coronavirus transmission, most of which occurs indoors. Multiple studies have generated strong evidence for indoor airborne viral transmission, especially in crowded settings with inadequate ventilation. - How to increase ventilation: <ul style="list-style-type: none"> - Open windows/doors (if you can do so safely). Keep in mind that pollen, traffic-related air pollution, and other factors can trigger asthma attacks in some people. <ul style="list-style-type: none"> - If possible, put box fans in open doors and windows blowing inside air out into the ambient environment. - Reduce occupancy to improve air quality. <ul style="list-style-type: none"> - This allows for social distancing that reduces risk of close contact transmission. <ul style="list-style-type: none"> - Also reduces the number of probable infections that will occur if there is an infected person.
<p>10.2</p>	<ul style="list-style-type: none"> - Wear disposable gloves when cleaning and disinfecting surfaces. Instead of disposables, you can wear reusable (e.g., rubber) gloves except when cleaning and disinfecting areas around a sick person or when in contact with diapers, stool, blood and other bodily fluids. Wash hands with soap and water as soon as you remove the gloves. <ul style="list-style-type: none"> - Staff wear gloves when using cleaner and disinfectant spray. - Staff will wash hands after removing gloves. - Keep all disinfectants locked up. - Clean dirty surfaces using a detergent or soap and water prior to disinfection. <ul style="list-style-type: none"> - Cleaner solution is used by staff before disinfectant solution when cleaning.
<p>10.3</p>	

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- See section 7.3 about toys.
- For soft (porous) surfaces, such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean and disinfect with appropriate cleaners indicated for use on these surfaces.
- Vacuum carpeted floor and rugs daily when children are not present.
 - If cleaning a room where someone has been sick:
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night.
 - Wear disposable gloves to clean and disinfect.
 - Clean the surface with detergents or cleaners appropriate for use on these surfaces according to the textile's label.
 - After cleaning, disinfect with an appropriate EPA-registered disinfectant.
 - Allow sufficient drying time, if vacuum is not intended for wet surfaces.
 - Once the area has been appropriately disinfected, it can be opened for use.
 - If more than 7-days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue with routine cleaning and disinfection.
- High touch surfaces, such as doorknobs, light switches, non-food countertops, handles, desks, phones, keyboards, and toilets, must be disinfected daily, including at the end of the day.
 - All doors that can possibly stay open (to program spaces, in hallway, into office from main facility) are propped open so that door knobs do not need to be touched.
 - Designated staff cleaner disinfects handrails and bathrooms on a schedule.
 - Staff clean and disinfect surfaces in program spaces before and after the arrival of youth.
 - Office peripherals (keyboard, mice, phones) are cleaned between use by different individuals and at the end of each day.

Training needed? ☒ No ☐ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

Staff can speak with individual parents/guardians about ventilation plans and guidance at the time of check-out, otherwise this information will not be shared with parents/guardians.

Section 11. Requirements for Responding to Possible and Confirmed Cases of COVID-19

(See p. 52 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

11.2	Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.
11.3	Have a plan for a child with particular health needs. <ul style="list-style-type: none"> • If an enrolled child has particular health needs or susceptibility to disease, including COVID-19, the provider and parent must develop a care plan for the child. The provider must ensure all staff engaged with the child understand the plan.
11.4	In addition to Oregon laws prohibiting discrimination, a provider cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child's or parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.
11.7	Notify the local public health authority and the Office of Child Care if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19. A program shall immediately contact their local public health authority and licensing specialist. <ul style="list-style-type: none"> • Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616 • To locate your local public health authority, visit: https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx
11.8	Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care if you are a program that participates in: <ul style="list-style-type: none"> • ERDC: dp.providerreporting@dhsosha.state.or.us or (800) 699-9074 • Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: Angela.Stinson@ode.state.or.us or (971) 940-4198
11.9	Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
11.10	Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.

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Plan to meet these requirements:
<ul style="list-style-type: none">- In the event of a confirmed COVID-19 case in the facility:<ul style="list-style-type: none">- The Local Public Health Authority (Dr. Bob Dannenhoffer) will be alerted.<ul style="list-style-type: none">- We will work with our Local Public Health Authority and any guidance provided by will be followed.- Our licensing specialist (Melanie Martin) with the Office of Child Care will be alerted.- Staff and the families of all children who came in contact with the confirmed case will be informed they need to quarantine at home for 14 days.- All individuals who have been checked into the facility in the past 14 days will be alerted that an individual in the facility was diagnosed with a confirmed case of COVID-19.
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)
What information will you share with families about this part of your plan?
None.

Section 12. Requirements for Transportation

(See p. 56 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

12.1 – 12.16	★ Refer to Appendix for OCC Transportation Plan Template.
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Section 13. Requirements for Professional Development

(See p. 59 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

13.1	Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
13.2	Provide access to professional development that contributes to staff's professional learning goals and to meet child care licensing or program requirements.
Plan to meet these requirements:	

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- CPR/First Aid certification training will be required for all staff members.
- Professional Development courses will be made available for all staff members via the Boys & Girls Club of America's training website: BGCA.net
 - Periodically pertinent and relevant training modules hosted on this learning platform will be posted and communicated with staff members.
- Staff members will also be encouraged to seek professional development opportunities, such as webinars or online learning modules.

Training needed? ☐ No ☒ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

None.

13.5 All staff must review these guidelines, "Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19," as well as any updates to the Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.

Plan to meet this requirement:

- All current staff were required to read "Health & Safety Guidelines for Child Care and Early Education Operating During COVID-19" before we opened for the school year. This document will be shared upon completion and will be given to staff to read. All new hires will be required to read both documents during orientation before being allowed on the floor.
- Periodic meetings will be scheduled with staff members to review guidelines and implementation, especially when guidelines are changed, prior to youth arrival to the facility.

Training needed? ☐ No ☒ Yes (*Note in Section 13. Professional Development*)

What information will you share with families about this part of your plan?

None.

Section 14. Requirements for COVID-19 Health and Safety Plan

(See p. 62 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: BGCUV COVID-19 Response Team

14.5 Each child care facility must continue to monitor its "COVID-19 Health and Safety

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	Plan” throughout the year and update as needed. All revisions must be shared with all families and staff and posted in an easily visible area.
Plan to meet this requirement:	
The COVID-19 Response Team will continuously check on the level of spread in the community, for updates to the guidelines from ELD and the Governor’s Office, and for relevant information from OHA and adjust this document accordingly.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Parents and guardians will be informed of guidelines requirements and implementation, as well as future changes or augmentations to these requirements, via e-mail messaging and print-outs that are distributed during registration or business interactions in the Club’s Business Office. In the future, these guidelines and how they are implemented will be available on the Boys & Girls Club of the Umpqua Valley’s website.	



The COVID-19 Health and Safety Plan must be completed within 45 days of ELD’s issuance of this template on September 25 (per p. 62 of the Guidelines).

COVID-19 Health and Safety Plan Toolkit - Appendix

This Appendix contains hyperlinks to documents, other templates, and additional resources, and is intended to assist in developing and completing your COVID-19 Health and Safety Plan.

- ★ Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (published August 14, 2020)
https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/
- ★ Office of Child Care COVID-19 Daily Health Check
http://oregonearlylearning.com/form_sets/daily-health-check-fillable/
- ★ Office of Child Care COVID-19 Daily Attendance Log
https://oregonearlylearning.com/form_sets/daily-attendance-log-covid-19/
- ★ Office of Child Care Exclusion Chart
https://oregonearlylearning.com/form_sets/exclusion-summary-diagram/
- ★ Office of Child Care Transportation Plan Template
https://oregonearlylearning.com/form_sets/transportation-plan-fillable/